



**south dakota**  
**DEPARTMENT OF EDUCATION**

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[www.doe.sd.gov](http://www.doe.sd.gov)

**Part C State Complaint Form**



Office of Education Services and Supports

(This form is **not** the form to use to file for Due Process)

**To: Sherrie Fines, Director  
Birth to Three Connections  
700 Governors Dr.  
Pierre, SD 57501**

**Section I: Student Information:**

		Eligibility Category (Optional):
Child(s) Name:		Date of Birth:
School District of Residence:		Age:
Local Birth to Three Connections Provider:		
Street:		
City:		State:
Zip		
Child/youth falls under McKinney-Vento Homeless Assistance Act		
yes no		

**Section II Complainant Information:**

**Parent/Legal Guardian**

**Complainant, if not the parent:**

Name of Parent:		Name of Complainant:	
Street address:		Street Address:	
City: State:		City: State:	
Home/Work Phone		Home/Work Phone:	
E-mail:		E-mail:	

**\*Please Note** If you believe the Birth to 3 Connections has violated a federal or state regulation, you may file a complaint with the **Birth to 3 Connections Part C Director**. Upon receiving your written complaint, an investigation will be completed. Information about procedural safeguards and dispute resolution options are available on the web site at <http://doe.sd.gov/oess/Birthto3> under Parent information.

**X** \_\_\_\_\_  
**Signature of Person(s) Filing Complaint**

\_\_\_\_\_  
**Date**

### **Section III: Allegation Information**

#### **A. Statement of the violation(s)**

You do not need to know specifically what law was violated, but you must explain what you believe has gone wrong, e.g. “The local Birth to 3 Connections program or school district are not following my child’s IFSP.”

(Use additional pages if necessary)

#### **B. Facts upon which the allegation is based:**

Please include, to the best of your ability, the significant facts and dates of the events that occurred.

(Use additional pages if necessary)

#### **C. What documents do you believe should be reviewed regarding this allegation?**

Letters from the local Birth to 3 Connections Program or school, the child's evaluation and IFSP notices, etc..., that you believe will assist in clarifying or verifying the violation.

(Use additional pages if necessary)

#### **D. What would you like to see Changed?**

(Use additional pages if necessary)

**\*\*\*\*Please Note\*\*\*\***

Conflict is often inevitable, but it need not produce negative results, If the parent and school/local program personnel are unable to resolve a conflict concerning a child with a disability, then mediation is an available option. Mediation is completely voluntary. It is **optional** for both parties. Mediation in special education is a process to assist parents, local Birth to 3 Connections Programs and schools/local program in resolving disagreements regarding a child's special education program. Mediation is at not cost to parents/guardians or the school district/local program.

A trained mediator works with both parties to guide them toward a mutually satisfactory solution in the best interest of the child. This occurs at a non-adversarial meeting. It will not interfere with any procedural safeguards including a request for a due process hearing. To find more information about mediations please visit <http://doe.sd.gov/oess/specialed/complaint/docs/MediationTAdocument.pdf>.

I would like to request mediation \_\_\_\_\_ yes \_\_\_\_\_ no.